

H. R Managers Course

Job Description

Job Description

- Provide information for the job analysis and job evaluation process
- Usually have a standard format across the organisation
- Used in recruitment, staff appraisal and performance management

Job Description

A core format must provide

- Job details
- Purpose
- Accountabilities
- Dimensions
- Requirements

Job Description

How to do it – writing the job description

First task collect information

- Who can provide information?
- Who is to collect it?
- What technique to use?
- Who will write it?

Use any existing data

Job Description

What information to collect

- Job identification details – job title
- Relationship with other jobs in the organisation
- Job content – what tasks need to be done
- Knowledge, skills & attitudes required – what level
- Working conditions – team-worker / specialist
- Objectives
- Performance standards / targets
- Any other relevant information

Job Description

Style

- Keep it concise
- Avoid duplication
- Describe tasks using “doing” words
- Define any responsibilities clearly
- Identify any resources managed clearly
- Describe the knowledge, skills & attitudes required (competencies)

Job Description

Typical Job Description content & structure

- Job title
- Reporting structure
- Responsibilities – staff, resources, equipment
- Job purpose – general statement of main aims
- Main duties/activities – in order of importance
- Knowledge, skills & attitudes required
- Performance standards / targets to be met
- Contacts –main relationships customers / other divisions

Job Description

What to avoid

- Listing every tiny task
- Accepting un-realistic requirements
- Writing in ambiguous terms
- Using different formats in the organisation

Job Description

Uses of Job Description

- Manpower planning
- Job evaluation
- Recruitment & selection
- Performance appraisal
- Identifying training needs